**Copy Cataloging Policy**

In order to maintain quality and consistency of library records, the Anytown School Library requires that records copied from other sources be checked and edited rigorously to meet AACR2r and local standards.

**Copy Cataloging Procedures**

* Copy cataloging, like original cataloging, will be done exclusively by the school librarian and the library assistant. No students or volunteers may engage in the creation of electronic records. Copy cataloging will be done as needed during periods when no classes are scheduled to visit the library or before or after school.
* When receiving new materials for which records have not been purchased, the cataloger will consult one of the listed reputable sources in order to obtain the MARC record for the item(s). *See Copy Cataloging Resources*
* Any records imported for library use will be recorded on the *Import Log* with proper notations.
* Records will initially be imported into MARC Magician for editing prior to being entered into the Library Catalog. MARC Magician will correct some small errors but records must still be reviewed and edited by hand.
* The cataloger will use the AACR2r to correct any mistakes in format, punctuation, capitalization, or abbreviation in the copied records.
* The cataloger will delete any local fields that do not apply to Anytown School Library, in particular the 590 Field, Local Note, and holdings information in the 852 Field except as applies to the item in Anytown Library’s collection.
* The cataloger will add Local Holdings Information in the 852 Field and assign and enter a barcode, a call number, and a DDC number, if necessary.
* The cataloger will add a minimum of the following required fields, as necessary, to ensure searchability by users of the OPAC: 245 Title/Statement of Responsibility, 300 Physical Description, 520 Summary Note, 521 Target Audience Note (if specified on item)
* The cataloger will also add 7XX Added Entry fields and 6XX Subject Added Entry fields as necessary AND edit subject added entries and the corresponding indicators to reflect Anytown Library’s cataloging standard for subject access using the *Sears List of Subject Headings.* Particular care should be taken to convert Library of Congress Subject Headings to Sears.
* If not present, cataloger will determine price of item using vendor catalogs or Amazon.com and enter it into Field/Subfield 020 c and 852 9 in case the item is ever lost and needs to be replaced.
* Before saving the completed record, the cataloger should check it against the *Copy Cataloging Checklist* to make sure all items have been addressed.
* The thoroughly checked and edited records should then be exported from MARC Magician into the Library’s automation software/catalog.
* If any questions should arrive while copy cataloging, please refer to the *List of Resources/Annotated Bibliography* for assistance.

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